

NC eProcurement

Purchase Order Status Guide

STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOLS
NORTH CAROLINA ePROCUREMENT PURCHASING
ONLINE SHOPPING STATEWIDE TERM CONTRACTS
ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

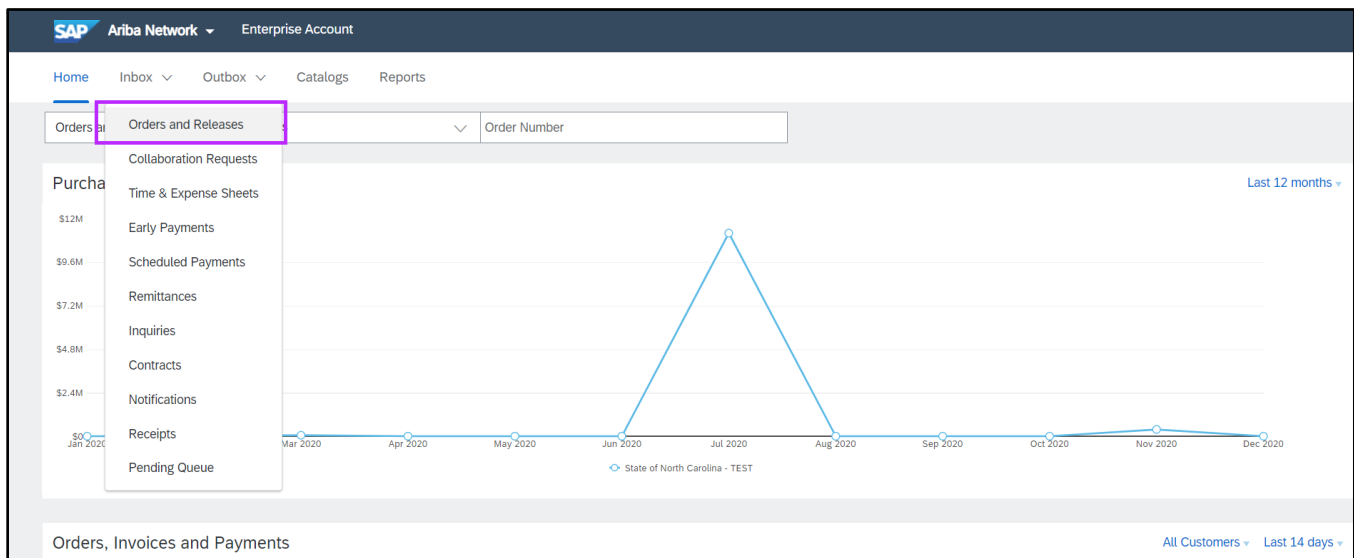
Vendors using an Ariba Network account to do business with the state of North Carolina can create order confirmations to indicate that they have agreed to accept the purchase order from the buyer, and ship notices to indicate that items have been sent out. Indicating either of these will change the **'Status'** of the purchase order to either **'Confirmed'** or **'Shipped.'**

For more information on creating an Ariba Network account, see [Accessing the Ariba Network](#).

I. Creating an Order Confirmation

When an order is received, the vendor can confirm they accept the order. If an order contains line items or services that are temporarily unavailable or no longer offered, vendors can confirm the parts of the order they are able to fulfill, back-order line items, or reject line items.

1. Log in to Ariba Network at supplier.ariba.com.
2. Click **'Inbox'** and select **'Orders and Releases'** from the upper left of the home page.



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- Click on the **'Order Number'** hyperlink to open the order.

Orders and Releases

Search Filters

Orders and Releases (100+)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Collaboration Request	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	EP4904422	1	State of North Carolina - TEST		NJO SANFORD, NC United States	Not Specified		\$5,000.00 USD	2 Dec 2020	New	Invoice	\$0.00 USD	Original	Actions
Order	EP4904421	1	State of North Carolina - TEST		NJO SANFORD, NC United States	Not Specified		\$5,000.00 USD	2 Dec 2020	New	Invoice	\$0.00 USD	Original	Actions
Order	EP4904420	2	State of North Carolina - TEST		NJO SANFORD, NC United States	Not Specified		\$210.00 USD	1 Dec 2020	Changed	Invoice	\$0.00 USD	Cancelled	Actions

- Click **'Create Order Confirmation,'** and select **'Confirm Entire Order'** or **'Update Line Items'** in the drop-down menu.
 - Selecting **'Confirm Entire Order'** allows the vendor to confirm all lines at the same time.
 - Selecting **'Update Line Items'** allows vendors indicate order confirmation details for each line individually.

Purchase Order: EP4904415

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order
Update Line Items
Reject Entire Order

Use **'Confirm Entire Order'** to accept the entire purchase order at once, or **'Update Line Items'** to update line item details one by one, if applicable.

From: 19PT
NCDPS Accounts Payable
42202020 Yonkers Road
Raleigh, NC 27604
United States
Phone: +1 (919) 7163300

Jarvis Property Restoration-TEST
123 Main St.
Anytown, NC 27609
United States
Phone:
Fax:
Email:

Purchase Order
(→ Changed)
EP4904415
Amount: \$150.00 USD
Amount: \$140.00 USD
Version: 2 (Previous Version)

- In the **'Order Confirmation Header'** section, enter a confirmation number. Confirmation numbers are chosen by the vendor based on their own internal processes.
 - Choose **'Enter the shipping and tax information at the line item level'** if vendors want to enter the estimated shipping date or comments for each confirmed line item.

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SAP Ariba Network Enterprise Account ? JT

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #: 123456

Associated Purchase Order #: EP4904415

Customer: State of North Carolina - TEST

Supplier Reference:

Shipping and Tax Information

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date: Est. Shipping Cost:

Est. Delivery Date: Est. Tax Cost:

Comments:

6. Further down the page, vendors can confirm or reject each line item to inform the buyer if their order is possible or needs to be put on backorder.
 - a. For material items, enter numeric values in one or both of the **'Confirm'** or **'Backorder'** fields.
 - b. For service items, choose **'Confirm'** or **'Reject.'**

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal	Tax
1	Not Available Term Contract Statewide Line 1 Current Order Status	11 (EA)	\$10.00 USD	\$110.00 USD	\$0.00 USD
	<input checked="" type="radio"/> 11 Unconfirmed Confirm: <input type="text"/> Backorder: <input type="text"/> Details i				
2	Not Available Term Contract Agency Specific Line 2 Current Order Status	1 (EA)	\$10.00 USD	\$10.00 USD	\$0.00 USD
	<input checked="" type="radio"/> 1 Unconfirmed Confirm: <input type="text"/> Backorder: <input type="text"/> Details i				

7. Click **'Details'** within a line item to do any of the following:
 - a. Edit shipping dates, delivery dates, and comments.

Note: Shipping information fields will not appear until quantities are updated in the **'Confirm'** or **'Backordered'** fields for the selected line.

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- b. Click **'OK'** when finished updating the line-item details.

Click **'OK'** when finished with the line item.

Vendors may optionally indicate the estimated Shipping and Delivery date for line items and make additional comments.

8. When finished updating each line item on the purchase order, click **'Next'** to review the details of the order confirmation.
9. Click **'Submit'** to send the order confirmation to the buyer and return to the purchase order details page, completing the order confirmation process.

Click **'Submit'** to send the order confirmation to the buyer and return to the purchase order details page, completing the order confirmation process.

II. Creating a Ship Notice

Vendors can create ship notices to keep buyers informed about when they can expect to receive the material items they ordered.

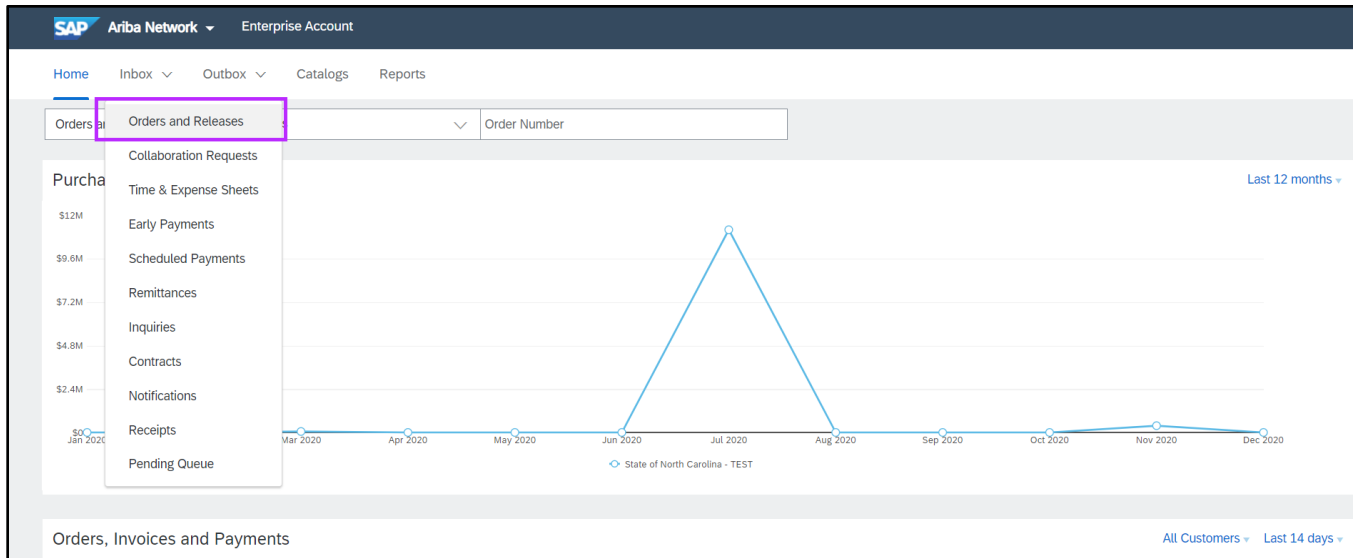
1. Log in to Ariba Network at supplier.ariba.com.

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PURCHASE ORDER
SOURCING
BIDDING
BUY

- Click **'Inbox'** and select **'Orders and Releases'** from the upper-left of the home page.



- Click the **'Order Number'** for the order that is being shipped.

The screenshot shows the SAP Ariba Network Enterprise Account 'Orders and Releases' page. The 'Orders and Releases' tab is selected, showing a list of orders. The order number EP4904422 is highlighted in the first row.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Collaboration Request	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	EP4904422	1	State of North Carolina - TEST		NJO SANFORD, NC United States	Not Specified		\$5,000.00 USD	2 Dec 2020	New	Invoice	\$0.00 USD	Original	Actions
Order	EP4904421	1	State of North Carolina - TEST		NJO SANFORD, NC United States	Not Specified		\$5,000.00 USD	2 Dec 2020	New	Invoice	\$0.00 USD	Original	Actions
Order	EP4904420	2	State of North Carolina - TEST		NJO SANFORD, NC United States	Not Specified		\$210.00 USD	1 Dec 2020	Changed	Invoice	\$0.00 USD	Cancelled	Actions

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- Click **'Create Ship Notice'** at the top of the purchase order.

Purchase Order: EP4904422

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

NORTH CAROLINA ePROCUREMENT

From:
19PT
NCDPS Accounts Payable
42202020 Yonkers Road
Raleigh, NC 27604
United States
Phone: +1 (919) 7163300

To:
Jarvis Property Restoration-TEST
123 Main St.
Anytown, NC 27609
United States
Phone:
Fax:
Email:

Purchase Order
(New)
EP4904422
Amount: \$5,000.00 USD
Version: 1

- In the **'Ship Notice Header'** section, enter the information for this shipment. Vendors should provide a Packing Slip ID and Tracking No. if available.

Create Ship Notice

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

* Indicates required field

SHIP FROM
Jarvis Property Restoration-TEST
Anytown, NC
United States
[Update Address](#)

DELIVER TO
H34
Jacksonville, NC
United States
[Update Address](#)

▼ Ship Notice Header

SHIPPING
Packing Slip ID: * 1234567
Invoice No.:
Requested Delivery Date: --
Ship Notice Type: Select

TRACKING
Carrier Name: UPS
Tracking No.: * 123456789101112
Tracking Date:
Shipping Method: Select

- In the **'Item'** section, do one of the following:
 - For each line item, enter in the **'Ship Qty'** field the number of that item that is included in this shipment.
 - To indicate that none of a particular item is included in this shipment, click the **'Remove'** link to the right of that line item. This link removes the item from the current ship notice, but not from the source purchase order. The item remains available for future ship notices.

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Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax											
EP4904415	1	Not Available Term Contract Statewide Line 1		11	EA			\$10.00 USD	\$110.00 USD	\$0.00 USD	Remove										
<p>Shipment Status</p> <p>Total Item Due Quantity: 11 EA</p> <p>Confirmation Status</p> <p>Total Confirmed Quantity: 11 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11</td> <td></td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>												Line	Ship Qty	Supplier Batch ID	1	11					
Line	Ship Qty	Supplier Batch ID																			
1	11																				
EP4904415	2	Not Available Term Contract Agency Specific Line 2		1	EA			\$10.00 USD	\$10.00 USD	\$0.00 USD	Remove										
<p>Shipment Status</p> <p>Total Item Due Quantity: 1 EA</p> <p>Confirmation Status</p> <p>Total Confirmed Quantity: 1 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Details</p>												Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	1	1			
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date																	
1	1																				

Clicking 'Remove' will remove a chosen line item from this notice, but it will remain available on future ship notices.

- If vendors need to add additional shipping information on the line item level, click **'Details'** for the line item to show the **'Create Ship Notice Shipping Details'** page, and click **'OK'** once finished.

SAP Ariba Network Enterprise Account

Create Ship Notice

[OK](#) [Cancel](#)

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
EP4904415	1	Not Available Term Contract Statewide Line 1		11	EA			\$10.00 USD	\$110.00 USD	\$0.00 USD

SHIPMENT STATUS

1. Shipping 11 EA

ASSET DETAILS

Serial Number	Asset Tag

[Add Asset](#)

[HAZARD DETAILS](#)
[DELIVERY DETAILS](#)
[PACKAGING](#)

- Click **'Next'** to open the ship-notice review page and confirm the information on the review page. To make changes to any details, click **'Previous.'**

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- Click **'Submit.'** The Ariba Network sends the ship notice to the buyer and returns the vendor to the purchase order details page.

SHIP FROM

Jarvis Property Restoration-TEST

123 Main St.
Anytown, NC 27609
United States

DELIVER TO

H34

NC DEPARTMENT OF PUBLIC S
Jacksonville, NC 28540-0370
United States

SHIP NOTICE HEADER

SHIPPING

Packing Slip ID: 1234567
Invoice No.: --
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: --

TRACKING

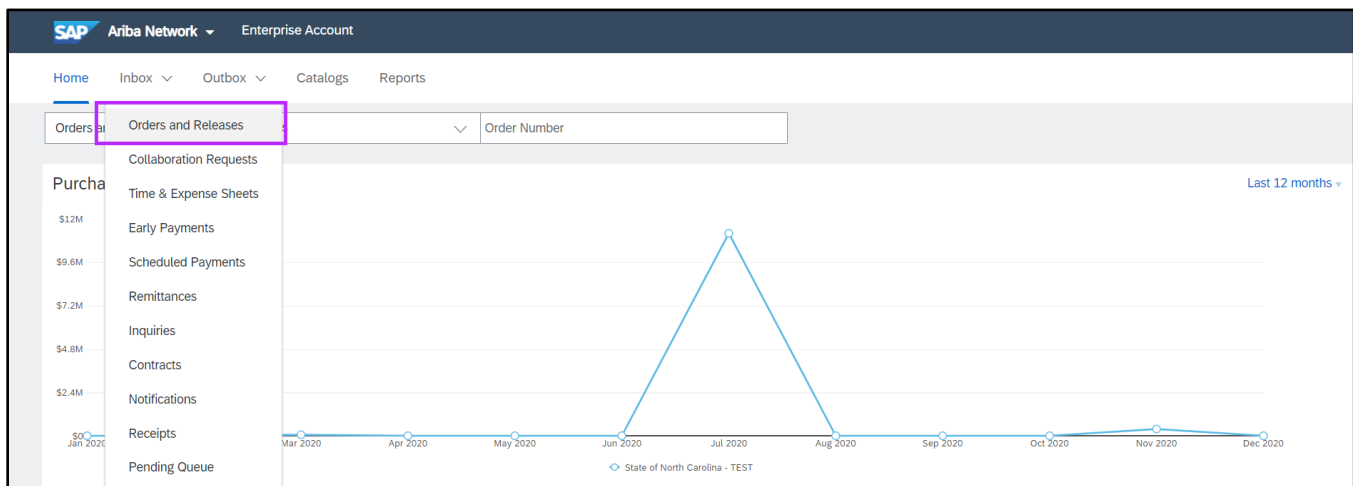
Carrier Name: UPS
Tracking No.: 123456789101112
Tracking Date: --
Shipping Method: --
Service Level: --

Click **'Submit'** to send the ship notice or **'Previous'** to make further changes.

III. Rejecting a Purchase Order

If an order is for line items or services that are temporarily unavailable or no longer offered, vendors can reject the entire order.

- Log in to Ariba Network at supplier.ariba.com.
- Click **'Inbox'** and select **'Orders and Releases'** from the upper left of the home page.



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- Click on the 'Order Number' hyperlink to open the order.

SAP Ariba Network Enterprise Account

Home Inbox Outbox Catalogs Reports Documents Create

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

► Search Filters

Orders and Releases (100+) Page 1

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Order	EP4904420	2	State of North Carolina - TEST		NJO SANFORD, NC United States	Not Specified		\$210.00 USD	1 Dec 2020	Changed	Invoice	\$0.00 USD	Cancelled	Actions

- Click 'Create Order Confirmation,' and select 'Reject Entire Order' in the drop-down menu.

SAP Ariba Network Enterprise Account

Purchase Order: EP4904759 Done

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Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order
Update Line Items
Reject Entire Order

NORTH CAROLINA ePROCUREMENT

From:
19PT
NCDPS Accounts Payable
42202020 Yonkers Road
Raleigh, NC 27604
United States
Phone: +1 (919) 7163300

To:
Jarvis Property Restoration-TEST
123 Main St.
Anytown, NC 27609
United States
Phone:
Fax:
Email:

Purchase Order
(New)
EP4904759
Amount: \$333.00 USD
Version: 1

NC eProcurement

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STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
ONLINE SHOPPING STATEWIDE TERM CONTRACT
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

- The **'Reject Entire Order'** pop-up will appear with the option to enter a confirmation number, select a rejection reason from the drop-down menu, and leave any other additional comments for the buyer.

Note: A rejection reason must be selected from the drop-down to reject an order.

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Rejection Reason:

Comments:

'Rejection Reason' is a required field when rejecting an order.

Purchase Order: EP4904759

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Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

NORTH CAROLINA ePROCUREMENT

From: 19PT
NCDPS Accounts Payable
42202020 Yonkers Road
Raleigh, NC 27604
United States
Phone: +1 (919) 7163300

To: Jarvis Property Restoration-TEST
123 Main St.
Anytown, NC 27609
United States
Phone:
Fax:
Email:

Purchase Order (Rejected)
EP4904759
Amount: \$333.00 USD
Version: 1

Routing Status: Sent

- The **'Status'** for the purchase order will be **'Rejected'** and the buyer will see the new status on the order in NC eProcurement.

Purchase Order: EP4904759

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Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

NORTH CAROLINA ePROCUREMENT

From: 19PT
NCDPS Accounts Payable
42202020 Yonkers Road
Raleigh, NC 27604
United States
Phone: +1 (919) 7163300

To: Jarvis Property Restoration-TEST
123 Main St.
Anytown, NC 27609
United States
Phone:
Fax:
Email:

Purchase Order (Rejected)
EP4904759
Amount: \$333.00 USD
Version: 1